

CRITERION - VI

GOVERNANCE LEADERSHIP AND MANAGEMENT

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and the mission of the university.

VISION:

To enhance the well-being of the people by Educating, Creating Knowledge and Serving the Society by putting the knowledge to work with excellence. To advance the professional competence of youth and to inculcate in them the urge to recognize challenges as opportunities.

MISSION:

The mission of the University is to create human resources of eminence to positively contribute towards the generation of knowledge and social commitment. The University would, therefore, seek to ensure the development of world-class quality and value based education, promote research-based learning, remove barriers to interdisciplinary education and use technology creatively to establish a multilevel support system to boost and nurture Industry-academia conglomeration; enable national and international academic-credit transfer; to promote scholarship and entrepreneurship; compete in the international academic markets; to create innovation, knowledge and wealth and contribute to nation development and humanity with emphasis on removal of barriers for transfer of knowledge to poor and illiterate across an international arena.

The University envisages to achieve its vision and mission by:

- Ensuring recognition as an international leader in holistic education and ensuring vibrant, flexible and self-reliant institutional processes of higher learning with an emphasis on ethics and value system
- Developing a comprehensive synergetic framework within its jurisdiction for encouraging its bright students based on merit and enabling scholarships by providing additional support systems to students with different learning abilities.
- Enabling access to education through State-of-the Information communication technology (ICT) to ensure that students are able to completely internalize perception of 21st Century, accessibility to education and productivity of intellectual perceptions.
- Creating a research-friendly environment amongst faculty and students in all departments and provide administrative, financial and infrastructure support through timely decisions and planning to enable internationally acclaimed research output.
- Developing strong linkages with the Public and Private Sectors to ensure advantages that are made available to the students.
- Promoting autonomy with accountability through participatory, transparent and value based governance.
- Adapting eco-friendly, energy-efficient and cost-effective best practices for sustainable development.
- Addressing regional issues and priorities for societal transformation

6.1.2 Does the mission statement define the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, the institution's tradition and value orientations, its vision for the future, etc.?

Yes, the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society. In quest of conformity and pursuit of our democratic ideals, the Jiwaji University has expanded its educational facilities to the natives of Gwalior-Chambal Division of Madhya Pradesh to provide education to all sections of the society. The vision and mission of the University is to educate the community in order to make them responsible human beings as instruments of social transformation.

The University has timely identified the need of society and re-structured its existing courses, started new courses, designed new policies for better execution of research projects and encouraged faculty to initiate activities to meet the emerging trends of science, technology, socio-economic and educational environment. The basic needs of the society are addressed in the University by maintaining high quality teaching-learning processes and research. The faculty members of the University are well qualified and have National and International recognitions in their area of specialization. Several faculty members have been awarded nationally and internationally for their contributions in research and are publishing their work in leading journals with high impact factors. They work with their full dedication to develop professional competencies in the students.

The University has thirty one School of Studies (University Teaching Departments), six Centers and one Academy. This has provided a vibrant academic environment and has established the University as one of the pioneer research and teaching institution in India. This University offers quite an untraditional range of educational programmes and research in Botany, Zoology, Mathematics, Chemistry, Industrial Chemistry, Physics, Electronics, Environmental Chemistry, Biochemistry, Biotechnology, Microbiology, Neuroscience, Human Genetics, Earth Science, Commerce, Management (in various specializations), Economics, Political Science, Ancient History, Tourism, Food Technology, Physical Education, Ethnobiology and many others.

The University has strong desire to keep the syllabi of various courses at UG and PG levels upto date. Most of the syllabi are revised every year to meet the emerging trends of the subjects being taught. Interactive Class rooms have been developed in several University Teaching Departments. The Central Library, besides a huge collection of books and manuscripts, has the UGC-INFONET e-journal consortium facility that provides free access to more than 8500+ e-journals. Computers and internet facilities are available to the students in all University Teaching Departments. The Bioinformatics Infrastructure Facility of DBT has enabled the University to develop a Bioinformatics Centre.

The University supports excellence and innovation in academic programmes is evident from the list of innovative programmes which are supported by the University Grants Commission, New Delhi, Department of Biotechnology, Govt. of India, New Delhi and Ministry of Food Processing Industries, New Delhi.

6.1.3 How is the leadership involved in ensuring the organization's management system development, implementation and continuous improvement?

The University is broadly managed at administrative and academic levels. The Vice Chancellor is the principal administrative and academic officer of the University. The Rector is also looking into the administrative and academic activities in the university. The Registrar is the custodian of the records

and other property of the University. The hierarchy of the office staff assists the Registrar in the management of the University at administrative level. In the management of academic functioning, the Vice Chancellor interacts with Heads/Coordinators/Directors of the University Teaching Departments and Deans of different faculties. The various statutory bodies of the University such as the University Court, Executive Council, Academic Council, Standing Committee, Finance Committee, Academic Planning and Evaluation Board functions as the policy and decision making bodies in the University. The Deputy Registrars and Assistant Registrars along with their office staff assist the Vice Chancellor and the Registrar in the management of the University at both the levels. The Faculties, IQAC, Board of Studies, Departmental Staff Councils etc recommend innovative methods of teaching, restructuring and introducing new courses in the emerging areas of knowledge.

The College Development Council serves as an academic guide for the affiliated colleges and will act as liaison between College and University Grants Commission, New Delhi. The Council prepares long term and short term integrated development plans for Colleges. The Council make appraisal of the Colleges and take steps to promote, Coordinate and raise the standard of education in them. The Council also prepares upto date profile of the Colleges. The Council advice the University on all matters related to the affiliated Colleges so that overall development of Colleges may be achieved. The Council advice the University and the Colleges in regard to realization and implementation of academic policies of the University in affiliated Colleges.

The decisions and deliberations of various committees facilitate the overall development and continuous improvement of the University management system.

- **in interacting with its stakeholders?**

The University is managed under the overall leadership of Vice Chancellor. The Vice Chancellor regularly interacts with the stakeholders of the University during the different occasions namely meetings, seminars, workshops,, lecture series, training programmes organized within the premises of the University. The successful and fruitful interactions between the top most leadership and the stakeholders are also held during other events such as – cultural, sports, youth festival, convocation, Independence Day and republic Day and Science Day, Environment Day, Science Day Celebrations,

- **Alumni Meets, University – Industry meets etc.**

Students, the major stakeholders, interact continuously and directly with the Vice Chancellor, Rector and Registrar. All the faculty members interact directly with Vice –Chancellor Rector, Registrar Dean and Head of the Departments of the University. Dean of the faculty and Heads/ Coordinators / Directors continuously interact, with the faculty and the respective Head of the Department. All faculty members have direct access to Head of respective Departments. A Staff Council of each department will meet regularly and assess the department progress. Similarly, all office staff has direct access to their Office Superintendent, who in turn interacts with the Assistant Registrars, Deputy Registrars and the Registrar. The Heads/Coordinators/Directors of University Teaching Departments and the various Administrative Divisions of the University interact directly and continuously with the stakeholders like students, parents, industry, alumni and civil society.

- **reinforcing a culture of excellence?**

The excellence of the functioning of the University depends upon its teaching and research. The initiatives of the leadership in the academic and administrative issues are the strong motivating factor in the inculcation and promotion of a culture of excellence.

The internal assessments by the students are communicated to the students and Heads/Coordinators/Directors of the respective course for its onward transmission to the University for preparation and declaration of the result. The students of UG, PG, Ph.D. and post doctoral levels are encouraged by the faculty members Heads/Coordinators/Directors of the respective courses, Deans, Registrar and Vice Chancellor for presentation of their research work at national and international conferences. The students are also encouraged to publish the outcome of their Dissertations/Theses in refereed periodicals.

Faculty members are required to submit their 'Self Appraisal Report' every year in the month of May/June to review their academic progress and also to get annual increment. Promotions of the faculty members are based on their academic and other performance.

The leadership monitors enforcing of culture of excellence. The culture of excellence in the University is evidenced with following:

Excellent quality of available teaching, learning and mentoring systems on the campus

- Available high class infrastructure in University auditorium, seminar rooms, class rooms, Day
- Care – cum – Health Centre, sports ground offices etc.
- Large number of organized extension, culture, sports and students activities

- **in identifying organizational needs and striving to fulfill them?**

The organizational needs (requirement of physical infrastructure and academic related matters) identified by the different committees, are discussed in the statutory bodies of the University before implementation. The focus is on value based quality education, eco-friendly and cost-effective practices, research and innovation.

The modernization and replacement of equipment for the teaching and research laboratories are met by the funds allotted to each department by the University.

The faculty members are also encouraged to submit their research proposals to various funding agencies at national and international levels.

Special infrastructural needs are met by grants such as UGC-SAP programs, DST-FIST programs to some Departments.

6.1.4 Were any of the top leadership positions of the university vacant for more than a year? If so, state the reasons.

None of the top leadership positions of the University are vacant for more than a year.

6.1.5 Does the university ensure that all positions in its various statutory bodies are filled and meetings conducted regularly?

Yes. The University ensures filling-up of all the positions in its various statutory bodies as and when

they fall vacant. The filling of positions of various statutory bodies is a regular and routine process of the University and all the meetings are conducted regularly as per the requirements e.g., Academic Council meetings are held once a year, Academic Council, Standing Committee and Executive Committee meetings are held in a month, Board of Studies and Faculty meetings are held regularly

6.1.6 Does the university promote a culture of participative management? If yes, indicate the levels of participative management.

YES, University promotes a culture of participative management. In a complete democratic manner, the statutory bodies of the University namely the University Court, Executive Council, Finance Committee, Academic Council, Faculties, Board of Studies, Academic Planning and Evaluation Board etc collectively ensure the participative management.

The University also promotes a culture of participative management by involving different faculty members in various academic, research and administrative statutory and non-statutory committees. The academic matters of a University Teaching Department are discussed and resolved in the Departmental Staff Council of Each Department. The academic matters of both undergraduate and post graduate courses are discussed and resolved in Board of Studies of that subject. The College Development Council examines and recommends suggestion for improvement of the affiliated colleges. The Executive Council is the highest decision making body of the University on all matters. The University Court is the Apex body of the University.

The cultural, sports, alumini activities in various University Teaching Departments and student feedback analysis system also reflect the participative management system of the University.

6.1.7 Give details of the academic and administrative leadership provided by the university to its affiliated colleges and the support and encouragement given to them to become autonomous.

The following processes explain the type of academic and administrative leadership provided by the University to its affiliated colleges:

Academic Leadership:

- Permitting new emerging area programs such as Biotechnology, Bioinformatics, Information Technology, B. Com with Computer Application as one of the subjects.
- Proposition and establishment of new courses in the affiliated colleges
- Permitting Research Centres in the affiliated colleges
- Regular meetings of the Principals of the affiliated colleges
- Nominating the college teachers and principals as experts and chairperson in selection of faculty and principal in affiliated colleges
- Monitoring of teaching-learning processes: Restructuring syllabi in respective Board of Studies
- Students welfare activities
- Youth cultural activities
- Coordinating the NSS activities
- Organizing coaching programmes for the students of ST/SC/OBC categories

Administrative Leadership:

- Granting affiliation to the colleges after rigorous inspection as per Statute 27 and UGC regulation
- Inspecting the affiliated colleges as per Statute 27 and UGC Regulation for autonomous status
- Nominating faculty members of the University in the Management Body of the affiliated colleges
- Conducting examination and evaluation
Implementing the decisions and deliberations of College Development Council
- College Principal representation in E.C.

6.1.8 Have any provisions been incorporated / introduced in the University Act and Statutes to provide for conferment of degrees by autonomous colleges?

No, at present, the degrees are conferred by the University only.

6.1.9 How does the university groom leadership at various levels? Give details.

The University grooms the leadership at various levels by following ways:

At the University Level:

- Examination Controller
- Dean Faculty
- Dean Student's Welfare
- Dean College Development Council
- University Librarian
- Proctor for University Teaching Departments
- Librarian, Central Library
- Incharge, Anti-Ragging Committee
- Coordinator, NSS Programme
- Director, Sports
- Chairperson, Women Development Cell
- Chairperson, Sexual Harassment Against Women - Cell (SHAW-Cell)
- President, University UTD Alumni Association
- Coordinator, Nishaktjan Cell
- Coordinator, Career Counselling Cell
- Coordinator, IQAC
- Coordinator, IPR Cell
- Coordinator, Entrepreneurship Development Cell
- Chairman, Library Advisory Committee

At Departmental Level:

- University grooms leadership at Departmental level based on the seniority:
- Deanship (for two years) and Headship (for three years)
- Course Coordinator responsible for the teaching learning and evaluation process (for three years)
- Short and fixed tenure/duration of membership of various statutory bodies that participate in the various aspects of University and College Development

- In-charge, Anti-Ragging Committee

At Student Level:

- Class Representatives for each class
- Student bodies office bearers
- Board of Study
- University Court

6.1.10 Has the university evolved a knowledge management strategy? If yes, give details.

YES. The University has evolved a knowledge management strategy to maximize its competency to perform effectively and efficiently towards higher productivity. Some of the initiatives taken by the University are mentioned below:

The constituted Internal Quality Assurance Cell (IQAC) takes care of the quality and productivity of all academic and knowledge oriented activities of the University.

Collection of course materials prepared by the University teaching faculties and well known personalities all around the globe, video lectures, web resources and CDs are available in Central library and departmental libraries for the students and teachers of the University.

The students and teachers are also regularly using the available repositories of some of the social networking groups.

6.1.11 How are the following values reflected the functioning of the university?

- **Contributing to national development**

The University is contributing in national development since its inception. Presently, five thousand five hundred students are enrolled in campus. The students study in thirty seven teaching departments. There are eleven UG, fifty one PG, two integrated PG programs, twenty M.Phil, six post graduate Diploma, two Diploma, two certificate and 37 Ph.D. subjects. The University has introduced several courses in emerging areas in Life Science, Physical Science, Management, Technology, Ayurveda and Medicine including law (20) innovative courses.

The University is actively involved in national development through knowledge creation, sharing, and dissemination and research and innovation in various fields. The main focus of the University is to develop professionally competent productive nationals.

- **Fostering global competencies among students**

The University fosters global competencies among students through number of academic programmes being run on campus since last couple of years. The regular revision of curricula based on the feedback from all stake holders meets the aspirations of the students and helps them to realize their full potential and face global challenges. Most of the PG programmes are designed in such a way that they foster ability in the students to get admission in Ph.D. programmes in USA and European countries. Many students of the PG programmes and most of the Ph.D. students are motivated for giving oral presentation in conferences at national and international levels. They are also trained for submitting papers in the journals of national and international repute.

- **Inculcating a sound value system among students**

The University has made efforts for inculcating moral and ethical values among the students through several activities on campus:

- Organizing lectures, discussion meets, film and allied programmes
- Encouraging students to sports activity/youth festivals/cultural activities/camps etc on campus
- Organizing sensitization programmes on campus (e.g., Prevention of sexual harassment, anti-ragging etc)

- **Promoting use of technology**

The University promote among the students, faculty and administrative staff for the optimal use of technological resources and ICT for the academic benefits.

Department wise available Wi-Fi system strengthen the use of technology

The University is planning for computerization of admissions, examination, convocation etc through the University managed service software which will be accessible to all students of the University and affiliated colleges.

- **Quest for excellence**

The faculty members of the University have drawn attention from various funding agencies at national and international level for research grants e.g., DST, DBT, CSIR, ICMR, UGC, DAE, MoEn, AYUSH, DRDO, MPCST, MPETB, ICHR, ICSSR, UNESCO, Rockefeller Foundation, USA, etc.

Many Ph.D. students have published their research findings in the peer reviewed journals with very high impact factors and many of them won prizes in various conferences at national and international levels.

Various Departments have established collaborative arrangements with national and international institutions for teaching and research in pursuing the goals of excellence.

6.2 Strategy Development and Deployment

6.2.1 Does the university have a perspective plan for development? If yes, what aspects are considered in the development of policies and strategies?

YES, the perspective plan of the University for development is based on its Vision and Mission. Human resource development, vibrant, flexible and self-reliant institutional processes, research-friendly environment, strong linkages with Public and Private sectors, green campus, regional issues and priorities for social transformation are some of the challenges before the University. The perspective plan of the University is to accept these challenges by designing and developing the academic programmes being run in the University.

Vision and mission

The vision and mission of the University is to create human resources of eminence to positively contribute towards the generation of knowledge and social commitment. The University would, therefore, seek to ensure the development of world-class quality and value based education,

promote research-based learning, remove barriers to interdisciplinary education and use technology creatively to establish a multilevel support system; to boost and nurture Industry-academia conglomeration; enable national and international academic-credit transfer; to promote scholarship and entrepreneurship; compete in the international academic markets; to create innovation, knowledge and wealth and contribute to nation development and humanity with emphasis on removal of barriers for transfer of knowledge to poor and illiterate across an international arena.

Teaching and learning

In line with the vision, the future plan of the University is to develop a modular and cafeteria based system on campus. In this, base departments can float modules of courses/credit per semester. A student registered for a degree will cover prescribed core subjects, for other courses the candidate can register in any department and can clear the modular courses. Every student be asked to choose some courses from humanities for science students and some science subjects to humanities students

Quality of teaching and learning will also be assured through continuous internal evaluation, student-centered learning, a grievance redressal mechanism and the annual academic audit.

Research and development

The University will take significant steps for initiating integrated courses in future. The doctoral degree programme with exit at any point will be initiated soon. The M.Sc. will be linked with Ph.D. and a seven year integrated Ph.D. programme after class 12th be offered to the future students. The University proposes that if any student wishes to leave the course after five years will be awarded a M.Sc. degree only.

The University shall focus on regional issues in research in specific and on other fundamental and challenging issues in science, social sciences and humanities in general. Ph.D. programmes will be made highly interdisciplinary in nature.

Community engagement

The different departments of the University regularly organize social activities on a number of current issues e.g., problems related to the deprived section of the society, de-addiction and stress management, rural upliftment, female feticide, gender sensitization, energy and environment conservation, health and sensitization, training and skill development programmes for different sections of the society etc.

Human resource planning and development

A large number of programmes offered by each department, huge intake of the students in each programme and unfilled vacancies in each department are the major reasons to develop an effective and sustainable human resource planning on campus. Every year, University appoint qualified visiting faculty in each department for completion of the routine teaching within the stipulated time. The subject experts are also invited in each programme for guest lectures. The University also appoints faculty members and staff on contract basis.

The faculty members are motivated for attending skill and training programmes, workshops and seminars at national and international level for development of competencies and networking.

Industry interaction

The University has developed several ways for its direct interaction with various industries i.e., by organizing lectures, conferences and workshops, motivating students for their internships in industry, motivating faculty members for research and consultancy projects etc.·

Internationalisation

Various faculty members of the University have collaborative and joint research projects and have also jointly published their research work with their international partners. Faculty and students exchange programmes have been established through MOUs with Universities of various countries.

6.2.2 Describe the university's internal organizational structure and decision making processes and their effectiveness.

The Vice Chancellor is Principal Administrative and Academic Officer of the University. Vice Chancellor is also Chairperson of Executive Council, Academic Council, Standing Committee, Academic Planning and Evaluation Board and Finance Committee. The Executive Council of the University includes two Professors on seniority basis for three years, four Deans of the Faculty and four College Principals (on seniority basis). Other bodies of the University have also the predominance of Academic members. Head of the Departments chair the Departmental Committee meetings where departmental matters are discussed and decisions are taken. Then after, the decisions are communicated to the University for implementation. The University has a well established democratic and transparent functional organizational structure as per UGC guidelines and the governance system for planning, implementing, monitoring and evaluating the administrative and academic functions of the Departments.

The various officers of the University responsible for administration are:

- Vice Chancellor
- Rector
- Registrar
- Finance Officer
- Controller of Examination
- University Librarian
- Dean Students Welfare
- Proctor
- Deans of Faculties
- Heads of Departments

6.2.3 Does the university have a formal policy to ensure quality?

YES, the University has a policy to ensure the quality of its various academic and research

programmes. The quality is ensured and maintained through different bodies such as Executive Council, Academic Council, Academic Planning and Evaluation Board, Board of Studies, Examination Committee and Internal Quality Assurance Cell (IQAC). The recruitment of faculty members is carried out on the basis of national advertisement. All faculty members are appointed as according to the qualifications and experience prescribed by UGC regulations to ensure quality.

How is it designed, driven, deployed and reviewed?

Academic Council is the highest academic body of the University that considers the matters of general academic interest. Various academic policies of the University are structured under the supervision of the Academic Council of the University. Academic council also provides directions regarding methods of instruction, co-operative teaching among and institutions maintained by or admitted to the privileges of the University, evaluation of research and improvements in academic standard in the University.

The Board of Study shall recommend books, courses of studies and examinations in the subjects with which it deals.

The Examination Committee recommends the panel of qualified examiners for setting question papers and for conducting practical and viva voce examinations at UG and PG levels.

The IQAC conducts workshops for faculty and staff. It collects and reviews the performance of the departments and faculty members of the University. Student feedback is collected and analyzed by the IQAC. The career advancement of the teachers is linked to quality and quantity of their research output.

All faculty and staff follow Code of Ethics prescribed by UGC Regulation. The University has also proposed its own 'Ethics and Values' policy. The students, faculty and staff of the University also strictly adhere to this policy.

6.2.4 Does the university encourage its academic departments to function independently and autonomously and how does it ensure accountability?

YES, the University encourages its academic departments to function independently and autonomously. Academic independence and autonomy is under the overall control of Board of Studies, Academic Council and Executive Council. These bodies also ensure academic accountability. The examination and evaluation, independence and autonomy is under the direct control of Vice Chancellor. All most all decisions are taken at that level through Departmental Committee. Departments have considerable autonomy in designing and implementing research activities. Accountability is also ensured through the performance self appraisal reports submitted by each and every faculty member of the University Teaching Departments directly to the Vice Chancellor every year.

6.2.5 During the last four years, have there been any instances of court cases filed by and against the institute? What were the critical issues and verdicts of the courts on these issues?

There were more than a couple of dozens of cases filed against and by the University. The issues were

mainly related to the age of retirement, service matters, property, right to information, affiliation, examination and evaluation. While some of the cases are upheld/decided/dismissed and the others are pending for disposal.

6.2.6 How does the university ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder-relationship?

At Departmental Level:

The grievances/complaints are promptly attended by Staff Council of each department. The matter is discussed in the Staff Council and resolved effectively.

At University Level:

A Grievance Redressal Committee exist at the University level. A few grievances are also referred to this GRC. Suggestions/complaints box is also placed in the main administrative building to serve the purpose in addition to each of the Departments.

6.2.7 Does the university have a mechanism for analyzing student feedback on institutional performance? If yes, what was the institutional response?

YES, the University has a clear mechanism for analyzing student feedback on institutional performance. The IQAC monitors the mechanism of feedback of faculty and department's teaching learning process. The analysis is shared with the faculty members for necessary improvements. It is assured by the University that the necessary changes are made by the faculty.

6.2.8 Does the university conduct performance audit of the various departments?

At the University level IQAC conduct academic performance audit of each Department. Academic performance audit by external experts is also planned.

6.2.9 What mechanisms have been evolved by the university to identify the developmental needs of its affiliated institutions?

A statutory College Development Council exists in the University. CDC identifies the developmental needs of the affiliated colleges. The Director of CDC (DCDC) is secretary of the Council and Vice Chancellor is the Chairperson. DCDC monitors the function of CDC under the overall control of Academic Council.

The Council serves an academic guide for the colleges and act as liaison between college and UGC. The Council prepares long-term and short-term integrated development plans for colleges.

The Council make appraisal of the colleges and take steps to promote, coordinate and raise the standard of education in them

The Council prepares upto date profile of colleges

The Council advices the University on all matters related to affiliated colleges so that overall

development of colleges can be achieved.

The Council advises the University and colleges in regard to realization and implementation of academic policies of University in affiliated colleges.

6.2.10 Does the university have a vibrant College Development Council (CDC) / Board of College and University Development (BCUD)? If yes, detail its structure, functions and achievements.

YES, the University has a vibrant College Development Council (CDC). As per Statute No. 39 (Section 35J of the University Act) of the University, the structure of the Council is given below:

Vice Chancellor	Chairman
Commissioner Higher Education, MP Govt. Or his nominee	Member
Registrar	Members
One Nominee of UGC	Member
Four Deans of Faculties nominated by VC	Member
Eight Principals of Affiliated Colleges	Member
Three Professors of the Affiliated Colleges	Member
Three Assistant Professors of the Affiliated Colleges	Member
One DCDC of other University MP	Member
One Dean/Director of CDC of adjoining area	Member
Director, College Development Council	Member Secretary

The Duties and functions of the Council are defined at Statute 39. The Council exercises the number of powers and performs the duties as per the Statute No. 39.

6.3 Faculty Empowerment Strategies

6.3.1 What efforts have been made to enhance the professional development of teaching and non-teaching staff?

The faculty members from different Departments are motivated to attend the orientation and refresher courses regularly.

The faculty members from different departments are also encouraged to engage in research activities, associating with professional bodies, presenting their research outcome in the conferences and seminars at national and international levels, participation in workshop and also conducting workshops and conferences and seminars.

Many of the faculty members of the University attended such programmes at national and international levels and most of them were supported financially by different funding agencies. This has helped in the development of their professional profile.

The faculty is also empowered through membership in various academic and professional committees at national and international levels.

A training–cum–workshop programme is organized in the Central Library on Library and effective search on e-resources. Many of the faculty members were benefited.

Eminent experts and scientists from India and abroad are invited to deliver talks for the enrichment of students and faculty members.

Different provisions and facilities like study leave, travel grants, publication grants, special casual leaves are provided to faculty members.

Faculty professional skills development is organized using virtual class rooms.

The computer Centre of the University conducts computer literacy, education and training programmes for non-teaching staff. This training programme has given general awareness about the computers and the benefits of computers in University operations.

Computer centre has also organized training programmes on MS Office and Internet Basics for the University employees.

6.3.2 What is the outcome of the review of various appraisal methods used by the university? List the important decisions.

There are two appraisal methods used by the University. One is submission of Self Appraisal Report (SAR) and other is UGC prescribed Performa Based Assessment (PBAS) Performa for Assessment Performance Indicator (API). Each faculty fills the SAR every year during the month of May/June and submits directly to Vice Chancellor. Faculty members also fill PBAS-API as and when asked by the University, directly to the Vice Chancellor. Vice Chancellor comment on the report submitted by teachers and the faculty members are given increment in the salary and they are considered for promotion as and when it is due. If it is found that a faculty performance for research or in classes is not up to the mark then the reasons for it is sought and the faculties are advised accordingly. The benefits of the SAR and PBAS-API have lead to increase their aptitude in research performance, interest in seminar participation, and motivations for undertaking the University activities. PBAS-API helps in CAS promotions of the teaching faculty.

For non-teaching staff, the annual confidential reports (ACRs) are normally used for promotions and also to identify quality work among the staff and give promotions up to the Superintendent level based on merit

6.3.3 What are the welfare schemes available for teaching and non teaching staff? What percentages of staff hav benefitted from these schemes in the last four years? Give details.

A large number of welfare schemes have been designed by the University for the benefit of teaching and non-teaching staff, Residencies for teaching and non teaching staff, group insurance scheme, Day Care-cum-Health Center, dedicated transport for University employee, Ladies common rooms, sports facilities, admission for the words of teaching and non teaching staff on different courses available on campus etc.

The University ensures the steps to improve staff well-being, satisfaction and motivation for teaching and non-teaching staff.

Housing loan, Vehicle loan etc are available for teaching and non-teaching staff of the University. There is standing instructions in the University that the superannuated teachers and non-teaching staff should promptly be paid their entitlement without any bureaucratic delay.

6.3.4 What are the measures taken by the University for attracting and retaining eminent faculty?

The measures taken by the University for attracting and retaining the eminent faculty are mentioned below:

The advertisement for faculty positions is widely publicized to attract the best talent available in India and abroad.

The University has initiated the proposal to establish couple of Chairs in various Departments. In this scheme eminent academicians in the area of Humanities, Social Sciences and Sciences from India and abroad will be invited for lecture for the students, faculty and general public.

University is making proposals for retaining the meritorious academics after their retirement from the University. The matter will be finalized within couple of months.

The University is also encouraging in their research by providing:

- Full academic autonomy
- Duty leave for research pursuit
- Sabbatical leave to the faculty for pursuing their research
- Encouragement for pursuing research in foreign institutions and laboratories
- Additional increments at the time of recruitment

6.3.5 Has the university conducted a gender audit during the last four years? If yes, mention a few salient findings.

Although there is no formal Gender Audit, however, gender data both for students and teachers are collected annually from each department. The enrolment data are documented and analyzed. The social profiles and the gender profiles of staff and students are closely watched and monitored.

The M/F ratio at the University level is:

Students	67:33
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The M/F ratio at the UTD level is:

Students	3:2
Staff	43:7

6.3.6 Does the university conduct any gender sensitization programmes for its faculty?

The University's Sexual Harassment Against Women Cell conducts various programmes throughout the year in the form of seminars, workshops, lectures of eminent scholars and activists or a combination of these in the field of gender issues.

University conducts gender sensitization programmes for its faculty. School of Studies in Life Long

Learning Education and Extension has organized seminars on Women Empowerment through its various activities like counseling, guidance, community activity.

6.3.7 What is the impact of the University's Academic Staff College Programmes in enhancing the competencies of the university faculty?

The Academic Staff College has yet to be established in the University.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism available to monitor the effective and efficient use of financial resources?

The University has a mechanism to monitor the effective and efficient use of financial resources. Financial Code of State University for the management of its financial resources. All purchases are made strictly as per the procedures specified in the regulations. All purchases above Rs. 1 lakh are through open tender. University Purchase Committee recommends all purchases above Rs. 5,000/-. The Financial sanction of Executive Council is required for all purchases above Rs. 5 lakhs. A full-fledged Account Section headed by a Full time Finance Controller, deputed by the State Government, takes care of all financial matters and various requirements of the Department. The University is subject to pre-audit by Resident Auditors deputed by Government of Madhya Pradesh and post-audit by the Office of the Accountant General of Madhya Pradesh for the audit of its activities and transactions for effective and efficient utilization of resources. The Stock registers, cash books and ledger for all purchase are maintained by the University and Departments.

6.4.2 Does the university have a mechanism for internal and external audit? Give details.

YES, the University has a system of both internal pre-audit and external post-audit mechanisms. The internal pre-audit is conducted by the Resident Auditors deputed for the University by State Government. The external post-audit is carried out by the office of Accountant General, Gwalior.

6.4.3 Are the institution's accounts audited regularly? Have there been any major audit objections, if so, how were they addressed?

The accounts of the University are regularly audited by Resident Auditors of Local Fund Department, Government of Madhya Pradesh at the end of every financial year. The account of the University is also seen by the Office of Accountant General of Madhya Pradesh. The audit observations are complied with after detailed scrutiny to the satisfaction of the audit team.

6.4.4 Provide the audited income and expenditure statement of academic and administrative activities of the last four years.

The main high lights of audited income-expenditure are as follows

	2009-10	2010-11	2011-12	2012-13	2013-14*
Income	385803572	517406876	664092042	769904466	866660000
Expenditure	258151672	374463002	452983218	459111141	819172000

* Audit in process

6.4.5 Narrate the efforts taken by the university for resource mobilization.

Following efforts have been made for resource mobilization:

Faculty members submit new projects to the different Government and non Government funding agencies for financial assistance

Various Self Financed Courses have been started in the University to mobilize the funds.

University is also earning interest on investment to the tune of 120 lakhs per annum by investing the savings and the grants received from various sources time to time very judiciously without affecting the liquidity requirement and maintain very minimum balances in the current account. Depending upon the cash flows, investments are made even for short duration to take benefits of investment opportunities and consequently return from the same.

The University is making all efforts to raise resources by the way of rationalizing tuition fees and other fees, encouraging Faculty to take up consultancy services, sale of publications etc.

6.4.6 Is there any provision for the university to create a corpus fund? If es, give details.

The University has created a corpus fund. The total fund at present with University is 154 Crores.

6.5 Internal Quality Assurance System

6.5.1 Does the university conduct an academic audit of its departments? If yes, give details.

YES, at the University level IQAC conduct academic performance audit of each Department. Academic performance audit by external experts is also planned.

6.5.2 Based on the recommendations of the academic audit, what specific measures have been taken by the university to improve teaching, learning and evaluation?

The recommendations of the IQAC are communicated to the respective departments for discussion and to take initiatives for their implementation.

6.5.3 Is there a central body within the university to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

YES, continuous reviewing of teaching and learning process in the University is carried out by the University Court, Executive Council, Academic Council, Standing Committee, Academic Planning and Evaluation Board, Faculty, Board of Studies and IQAC of the University.

Academic Council is the body which reviews, introduces and approves new ordinances or any change to the existing ones that govern the structure and operational aspects of various degrees, diploma and certificate courses offered by the University Teaching Departments and affiliated colleges. The

courses approved from Academic Planning and Evaluation Board is sent to the Academic Council for its approval. The final approval is given by the Executive Council of the University prior to implementation.

A Standing Committee consisting of all Deans of the Faculties under the Chairmanship of the Vice Chancellor in consultation with Academic Council is empowered to review the teaching and learning process.

The syllabus recommended by the Board of Studies in each discipline is presented in the Faculty meeting by the concerned Chairman of Board of Studies. The Chairman clarifies and justifies the quality, relevance and standard of the syllabus.

IQAC of the University is another body that also continuously reviews the teaching and learning process. And send recommendations to different departments for discussion and implementation.

6.5.4 How has IQAC contributed to institutionalizing quality assurance strategies and processes?

The recommendations received from the University IQAC are discussed in the Departmental Staff Council and the necessary steps are taken for improvement. The preparation of departmental academic calendar, course plans, remedial classes, and induction and orientation activities, mentoring process and carrier counseling activities are carried out.

6.5.5 How many decisions of the IQAC have been placed before the statutory authorities of the university for implementation?

All the recommendations of the University IQAC are placed before the statutory bodies of the University.

6.5.6 Does the IQAC have external members on its committees? If so, mention any significant contribution made by such members.

YES, there are two external members in the University IQAC.

6.5.7 Has the IQAC conducted any study on the incremental academic growth of students from disadvantaged sections of society?

A study is under progress.

6.5.8 What policies are in place for the periodic review of administrative and academic departments, subject areas, research centres, etc.?

Periodic review of administration in the Department is carried out through students feedback. A formal policy for administrative audit has yet to be institutionalized. However, the State Government has introduced 'Time Limit' for the student services in 2013 under 'Lok Seva Guarantee Adhinyam'. The work at various research centers is periodically reviewed by the Research Degree Committee. Any other information regarding Governance, Leadership and Management which the university would like to include.